

City of Chattanooga, TN
Personnel Class Specification

Class code 0345

FLSA: Non-Exempt

CLASSIFICATION TITLE: HVAC SPECIALIST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform skilled work functions associated with installing, repairing, and maintaining heating, ventilation, and air conditioning systems and associated equipment.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provides direction to assigned workers; assists in coordinating, assigning, and monitoring work activities; monitors status of work in progress; provides training as needed.

Installs, repairs, and maintains a variety of heating, ventilation and air conditioning systems, equipment, and related components, which may include air conditioners, cooling towers, boilers, and exhaust fans/vents; schedules/performs seasonal inspections and maintenance work.

Performs various skilled, semi-skilled, and manual work functions associated with installing, repairing, and maintaining heating, ventilation and air conditioning systems, which may include repairing leaks, checking chemical feeds, removing air from water systems, blowing down boiler water feed controls and condensate, cutting/threading pipes, cutting steel/pipes, lubricating bearings, reclaiming refrigerant, cleaning air coils, changing filters, cleaning/sanitizing condensate pans and drain lines, welding metal components, installing fuses, and changing air filters.

Inspects/tests machinery, equipment and parts for proper operations; makes adjustments, repairs or replacements as appropriate; reports problem situations.

Assesses system performance and usage to recommend potential energy savings.

Operates a variety of machinery, equipment, and tools associated with installing, repairing, and maintaining heating, ventilation and air conditioning systems, which may include a utility vehicle, air conditioner, cooling tower, chiller, boiler, air handler, pump, drill press, welder, torch, threader, compressor, saw, refrigerant reclaiming, scale, gauges, meters, and mechanic tools.

Performs general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, and cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Transports, loads and unloads various equipment and materials used in projects.

Monitors inventory levels of parts, equipment, tools, or supplies; initiates requests for new or replacement materials; purchases or obtains parts and materials as needed.

Monitors work performed by outside contractors.

Maintains equipment service records, warranty records, and other documentation.

Prepares or completes various forms, correspondence, reports, logs, requisitions, schedules, and other documents.

Receives various forms, reports, work orders, charts, utility bills, blueprints, diagrams, specifications, manuals, or other documentation; reviews, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, vendors/suppliers, contractors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

ADDITIONAL FUNCTIONS

Conducts various errands as needed.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in Refrigeration and Heating, Ventilation and Air Conditioning; supplemented by three (3) to five (5) years previous experience and/or training that includes installation, repair and maintenance of heating, ventilation and air conditioning systems; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid CFC

Recovery Certification. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness,

humidity, rain, fumes, temperature and noise extremes, machinery, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.